

Critical Dates Tracking

Rent Comparability Reviews

HEREMS Property ID: 800012345
Primary FHA Number: 00012345
Contract Number: XYxxxxxxx

Property Name: APARTMENTS
PAE Name: PAE
Renewal Type: Comp Review

There are XX days left until this Section 8 contract expires.

This contract is currently in the **XX** phase.

Enter all dates in mm/dd/yyyy format.

Click the **Save** button at the bottom of this screen to save all updates/changes.

	Source for Dates
Section 8 Contract Expires	REMS
Extended Section 8 Contract Expiration Date	REMS
Field Office Receives Intent to Renew from Owner	REMS
Field Office Refers to OMHAR	REMS
OMHAR Receives Referral from Field Office:	OMHAR HQ
Phase: Assignment/Assessment	
OMHAR Sends List of Potential Assets:	OMHAR HQ
OMHAR Approves COI Form 2.2:	OMHAR HQ
PAE Accepts Assignment [Schedule of Projects signed]:	PAE
PAE's estimated Comp Review Submission Due Date	PAE
Complete Comp Review Due Date	System Generated Date
Amended Due Date (per PRA)	REG OFFICE
Phase: Comparability Review	
PAE Submits Review Results to OMHAR:	PAE
OMHAR Approves Review Results:	REG. OFFICE
OMHAR Returns Review Results to PAE for Revision	REG OFFICE
PAE Notifies HUD Field Office:	PAE
OMHAR Receives Complete Comp Review	REG OFFICE
OMHAR Receives Resubmission	REG OFFICE
Number of Resubmissions	System Generated Number

PAE Review Results:	Review in Process (default)	Click to enter/update Comp review results
	Rent Over Market	
	Rent Equal/Under Market	

OMHAR Comment Text:

PAE Comment Text:

Click here if completed the M2M program. (OMHAR HQ and REG OFFICE)

Click here to change the M2M renewal type (Approved 2.16 required). (OMHAR HQ)

Lites (or Rent Reduction Only)

HEREMS Property ID: 80000000
Primary FHA Number: 00000000
Contract Number: Xxxxxxxxxxxx

Property Name: APARTMENTS
PAE Name: PAE
Renewal Type: Rent Reduction Only

There are XX days left until this Section 8 contract expires.

This contract is currently in the XX phase.

Enter all dates in mm/dd/yyyy format.

Click the Save button at the bottom of this screen to save all updates/changes.

	<u>Source for Dates</u>
Section 8 Contract Expires	REMS
Extended Section 8 Contract Expiration Date	REMS
Field Office Receives Request for Rent Reduction from Owner	REMS
Field Office Refers to OMHAR	REMS
OMHAR Receives Referral from Field Office	OMHAR HQ
<hr/> Phase: Assignment/Assessment	
OMHAR Sends List of Potential Assets:	OMHAR HQ
OMHAR Approves COI Form 2.2	OMHAR HQ
<i>PAE Accepts Assignment [Schedule of Projects signed]:</i>	<i>PAE</i>
<i>PAE Estimated Recommendation Form 10.2 Submission Date</i>	<i>PAE</i>
Tier 1 Incentive Due Date (Per PRA):	SYSTEM (75 days)
Amended Tier 1 Incentive Due Date	REG OFFICE w/ waiver
Amended Tier 1 Due Date:	REG OFFICE. w/ waiver
Tier 2 Incentive Due Date (Per PRA) :	SYSTEM (90 days)
Amended Tier 2 Incentive Due Date	REG OFFICE. w/ waiver
Amended Tier 2 Due Date	REG OFFICE. w/ waiver
<hr/> Phase: Rent Reduction Determination	
<i>Tenant Notice Sent :</i>	<i>PAE</i>
<i>PCA Assigned by PAE :</i>	<i>PAE</i>
<i>3rd Party Market Survey Assigned by PAE :</i>	<i>PAE</i>
<i>PAE Submits Justification for Recommendation (Form 10.2) :</i>	<i>PAE via SYSTEM ('submits' Form 10.2 online)</i>

OMHAR Receives Complete PAE Justification (Form 10.2) Submission :	REG OFFICE (Log in Date)
OMHAR Approves PAE 'Lite' Recommendation :	REG OFFICE.via SYSTEM ('Approve' selected)
OMHAR Notifies HUD Prog. Mgr	REG OFFICE.
<i>PAE Sends New Sec. 8 Contract to Owner and Notifies HUD Project Manager</i>	<i>PAE</i>
<i>PAE Receives Copy of Owner's Signed Sec. 8 Contract:</i>	<i>PAE</i>

Status of Miscellaneous Items

<i>PAE Notifies Owner of Recommendation to Convert to Mortgage Restructuring (sends 99-36)</i>	<i>PAE</i>
OMHAR Approves Tier 2 Conversion (Form 2.16):	OMHAR HQ.
OMHAR Returns Submission to PAE for Revision:	REG OFFICE. via SYSTEM ('Return for Revision' selected)
OMHAR Receives PAE Resubmission:	REG OFFICE (Log In)
Number of Resubmissions:	SYSTEM Generated Number
New Section 8 Effective Date	REG OFFICE

PAE Final Section 8 Renewal Recommendation: (PAE and/or REG OFFICE.)

- Renew as Tier 1
- Renew as Tier 2
- Renew with Watchlist (*Potentially Troubled*)
- Not to Renew
- Ineligible – Rents below or equal to market
- Ineligible
- Owner opts out of Section 8 program

OMHAR Comment Text:

PAE Comment Text:

[Click here to go to Restructuring Plan for Form 10.2. \(shortcut to 10.2 form- all\)](#)

[Click here if completed the M2M program. \(OMHAR HQ and REG OFFICE](#)

[Click here to change the M2M renewal type \(Approved form 2.16 Required\). \(OMHAR HQ](#)

Full Debt Restructuring

HEREMS Property ID: 80000000
Primary FHA Number: 000-00000
Contract Number: XYxxxxxxxx

Property Name: APARTMENTS
PAE Name: PAE
Renewal Type: Mortgage Restructuring

There are XX days left until this Section 8 contract expires. This contract is currently in the XX phase	If there was a successful appeal, click here to update the rents
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Enter all dates in mm/dd/yyyy format.
Click the Save button at the bottom of this screen to save all updates/changes.

Source for 'ACTUAL' Dates:

Section 8 Contract Expires	REMS
Extended Section 8 Contract Expiration Date	REMS
Field Office Receives Request for Rent Reduction from Owner	REMS
Field Office Refers to OMHAR	REMS
OMHAR Receives Referral from Field Office	OMHAR HQ

Phase: Assignment/Assessment

OMHAR Sends List of Potential Assets:	OMHAR HQ
OMHAR Approves COI Form 2.2:	OMHAR HQ
<i>PAE Accepts Assignment [Schedule of Projects signed]</i>	<i>PAE</i>

Phase: Data Collection/Due Diligence

Data Collection:

<i>PAE and Owner Have Kickoff Meeting:</i>	<i>PAE</i>
<i>PCA Assigned by PAE:</i>	<i>PAE</i>
<i>Appraisal Assigned by PAE:</i>	<i>PAE</i>
<i>Tenant Meeting - #1:</i>	<i>PAE</i>
<i>Owner Submits Data Collection Report:</i>	<i>PAE</i>

Due Diligence:

<i>PAE's PCA Complete:</i>	<i>PAE</i>
<i>PAE's Appraisal Complete:</i>	<i>PAE</i>
<i>PAE Completes Due Diligence:</i>	<i>PAE</i>

Phase: Underwriting/Restructuring Plan

<i>Tenant Meeting - #2:</i>	<i>PAE</i>
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PAE Submits Restructuring Plan to OMHAR:	PAE via SYSTEM (‘Submits’ Form 5.2 online)
OMHAR Receives Complete Restructuring Plan & Form 5.2:	REG. OFFICE (Log in Date)

Phase: Loan Funding/Approval Process

If Conforming*, OMHAR Approves Restructuring Plan:	REG OFFICE via SYSTEM (‘approve’ selected)
If Conforming, OMHAR Returns Restructuring Plan to PAE for Revision:	REG OFFICE via SYSTEM (‘return for revision’ selected)
If Non-Conforming, OMHAR Approves Restructuring Plan	REG OFFICE via SYSTEM (‘Approve’ selected)
If Non-Conforming, OMHAR Returns Restructuring Plan to PAE for Revision:	REG OFFICE via SYSTEM (‘Return for Revision’ selected)
OMHAR Receives PAE resubmission:	REG OFFICE (Log in Date)
Number of Resubmissions:	SYSTEM Generated Number
<i>Restructuring Commitment Executed by Owner:</i>	<i>PAE</i>

Phase: Closing and Post Closing

Closing

<i>Scheduled Closing Date:</i>	<i>PAE</i>
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<i>Closing Date:</i>	<i>PAE</i>
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<i>New Section 8 Contract Effective Date</i>	REG OFFICE
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Post Closing

<i>Closing Documents Distributed by PAE:</i>	<i>PAE</i>
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<i>PAE Acknowledges Receipt of Closing Documents from All Parties:</i>	<i>PAE</i>
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Date Action Other than Closing Occurred: (Use date HUD and other required parties were notified as per OPG Chapter 6)	PAE or REG OFFICE
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Clear Option Selected Below

OMHAR Determines Restructuring Plan is Not Feasible Due to Financially Not Viable Owner Prepaid FHA-Insured Loan (PAE must enter new market rents into form 5.2)
 Ineligible for OMHAR - 'Bad Owner' Determination
 Ineligible for OMHAR - Rents below or equal to Market
 Ineligible for OMHAR - Conflict Between State/Local Financing Documents & Restructuring Plan
 Ineligible for OMHAR - Other
 Determined Owner is Uncooperative - PAE Does Not Issue Restructuring Commitment
 Restructuring Commitment Issued But Not Executed by Owner (PAE must enter new market rents into form 5.2)
 Owner Opt's Out of Section 8 Program

OMHAR Comment Text:

***PAE** Comment Text:*

[Click here to go to Restructuring Plan for Form 5.2. \(Shortcut for all\)](#)

[Click here if completed the M2M program. \(OMHAR HQ and REG OFFICE\)](#)

[Click here to change the M2M renewal type.\(Approved Form 2.16 Required\) \(OMHAR HQ\)](#)

* Conforming or Non-conforming is an option selected in form 5.2 as per Operating Procedures Guide description, bu no longer applies.